Amerikanisches Generalkonsulat Leipzig
Wilhelm-Seyfferth-Str. 4
04107 Leipzig
tel: 0341-21384-20
fax: 0341-21384-32
email: mailto:NussC@state.gov
http://leipzig.usconsulate.gov/

American Consulate General
Internship for German Students
Application Instructions

All applications must be submitted in English.
Due to a lengthy security process, deadlines for applications will not be extended.
Transportation can not be refunded. Minimum internship of 6 weeks, 20-40 hours per week.
If you have further questions, please email or call Ms. Chris Nuss (contact information above).

To apply, please fill out the form and mail to the following address:
Amerikanisches Generalkonsulat
z.H. Frau Chris Nuss, Personalabteilung
Wilhelm-Seyfferth-Str. 4
04107 Leipzig

OR Email to: NussC@state.gov
OR Fax to: 0341-21384 32

Submission Deadlines:
January-February 2007: September 1, 2006
March-April 2007: November 1, 2006

Requirements:
English language: speak, read and write
Citizenship: German (security clearances for non-German citizens would take over a year)
Minimum age: 18
Enrolled at a University in Germany
Picture (can be scanned, printed out or sent as a jpeg file)

Preferred Skills:
Computer skills: MS Word, PowerPoint, MS Outlook
Service oriented

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Application Form for Internship

Last Name: _____

First Name: _____

Street Address: _____

Zip Code and City: _____

Email: _____

Telephone (Festnetz): _____

Telephone (Cell Phone): _____

Date of Birth: _____

Citizenship: _____

Preferred dates for Internship:

1) _____

2) _____

3) _____

Year of Study: _____

Area of Study: _____

Previous visits to the US: _____

Computer Skills (1 excellent – 5 no skills)

MS Word _____   MS Outlook _____   HTML _____   PowerPoint _____

Tell us about yourself and why you're interested in working for the Consulate (500 words or less in English).